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The Newsletter of the Office of Library and Information Technology

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More Than a New Name

One year after its dedication, the Donnelley and Lee Library has seen plenty of use. It is typically filled with students who converge on the Library to study and socialize. During those times when the building is not so full of students, the Library is host to a wide variety of campus events. [MORE >](#)

A New Outlook On Your Email

Yes, it is true. LIT has been converting the e-mail of faculty and staff to Microsoft Outlook. Outlook offers many more features and options for viewing and storing e-mail. [MORE >](#)

Introducing...

Alie Smit, Circulation Manager. [MORE >](#)

Kevin Pruim, Technology Specialist. [MORE >](#)

A New Database, world music on your computer. [MORE >](#)

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Help Is Just A Phone Call Away

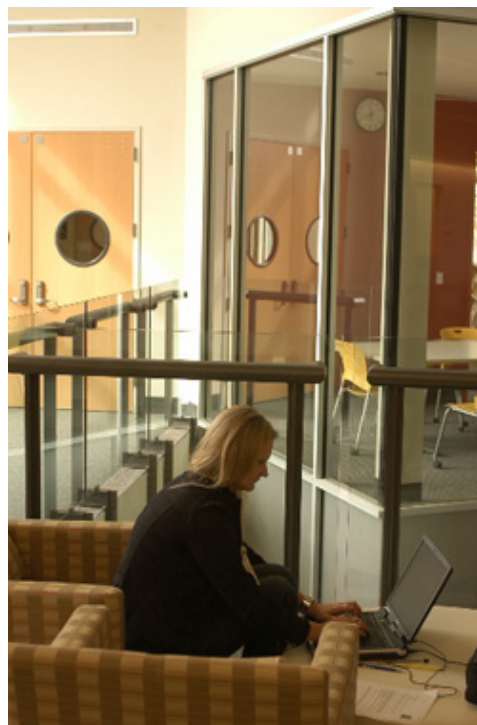
The Help Desk is a convenient service which faculty and staff can call to receive immediate assistance for computer problems. [MORE >](#)

Trading Spaces

A number of offices (and staff) have recently swapped spaces in the Donnelley and Lee Library. [MORE >](#)

What's a Moodle?

In Australia, moodle is slang for "to toss around an idea in your head for a while to look at different aspects of it." Practically speaking, Moodle is free software that allows instructors to share material with students and to direct online discussions. [MORE >](#)



**"Only Librarians like to search;
everyone else likes to find."**

—Roy Tennant, quoted in Library
Journal, January 1, 2001



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"The library is a place where readers come to write, and writers come to read."

—Ronald Dow,
quoted in *The Chronicle of Higher Education*,
January 7, 2005.

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The Newsletter of the Office of Library and Information Technology

More Than a New Name

Where It All Happens



One year after its dedication, the Donnelley and Lee Library has seen plenty of use. It is typically filled with students who converge on the Library to study and socialize. During those times when the building is not so full of students, the Library is host to a wide variety of campus events, including meetings, dinners, receptions, and symposiums. For example, the Board of Trustees has held its regular meetings in the Library. And after closing hours, Admissions held a sit-down dinner for counselors from international high schools.

Room 221 — A room with a view

A lovely view of trees and houses is clearly visible through Room 221's eastward facing wall of windows. Far from the

bustling Library atrium, various Board of Trustee committees meet in this room, such as Property and Operations, Budget and Finance, and the Executive Committee. Also this fall in Room 221, the Library hosted a reception for visiting Fulbright Scholar Dr. Khedija Arfaoui, who was able to make use of the media presentation equipment.

Location, location, location

Other areas of the Library are more appropriate for different types of presentations. At the beginning of the 2005-06 academic year, administrators and faculty met the new faculty and chatted over dinner during a reception in the Reference Area. During Homecoming this year, the Rosemary Cowler Book Festival was held on the Lower Level, near the Special Collections displays. Faculty spoke about books they had published on a wide variety of topics, and a reading of faculty poetry was heard as well.



Last spring, most presentations for the 2005 Student Symposium were held in the Library. Students installed themselves in the various classrooms and open spaces, with poster sessions lining the Level 2 corridors. Physics demonstrations occasionally escaped the confines of an assigned Study Room, attracting much interest.



Looking forward

The second annual Lake Forest Literary Festival will take place in the Library this spring, scheduled for April 5-7. The aim is to schedule such events around students' regular use of the Library, in order not to lose focus of the primary purpose of the building. Even when special events are held in the Library, every effort is made to ensure that the study and research needs of students are not disrupted.

If you are interested in planning an event in one of the Library's classrooms, contact Media Services at x5070 or, for more information, see: www.lakeforest.edu/academics/lit/mediaservices/booking.asp.

If you would like to use one of the non-classroom areas, contact Jill Zwicke at

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x5068.

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A New Outlook on Your E-Mail

Another E-Mail Program?



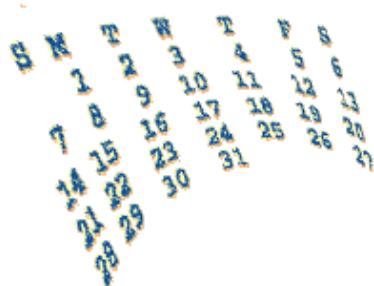
Yes, it is true. LIT has been converting the e-mail of faculty and staff to Microsoft Outlook. Outlook offers many more features and options for viewing and storing e-mail. For example, users can easily set up their own auto reply or out of office messages. Outlook has the look and feel of other Microsoft products and is integrated with Word and Excel, which makes it possible to perform tasks such as e-mail merges.

Mac users also received an upgrade for e-mail with the Entourage program, which offers features similar to those in Outlook. For example, Entourage connects to shared calendars (including Outlook calendars), and stores the user's address book, notes, and to-do list.

All e-mail will now be kept on the server, which means messages can be retrieved and read from any computer, anywhere. With the old system, all accessed e-mail was downloaded by default to the end user's computer and messages could no longer be read from elsewhere.

And Now, Featuring...

Several departments have already begun to use the calendar feature. It gives the option of allowing other users to see one's calendar, which makes the scheduling of meetings and



appointments easier. It is possible to invite people to a meeting, which they can decline or accept. When they accept, each participant's calendar is automatically updated to include the meeting. There is also a to-do list function that will alert you to meeting dates and other deadlines. When the reminder pops up, a "snooze" option is available which can be selected an unlimited number of times, politely reminding you that your task is, for example, 2 weeks overdue. Perhaps unfortunately, using the "snooze" option will not automatically delay a meeting.

More Than Just A Pretty Face

The new web interface is called Outlook Web Access (OWA). Students use this interface, as do faculty and staff when viewing e-mail from off campus. Use the address webmail.lakeforest.edu — even when using a Mac — to access all of your e-mail in your Lake Forest College account. It is an improvement over our old web interface, which offered only the most basic functions. OWA allows you to access your address book, calendar, and all of your saved e-mail messages. Unlike the old DMailWeb system, which became full with 100 messages, OWA has no limit on the number of

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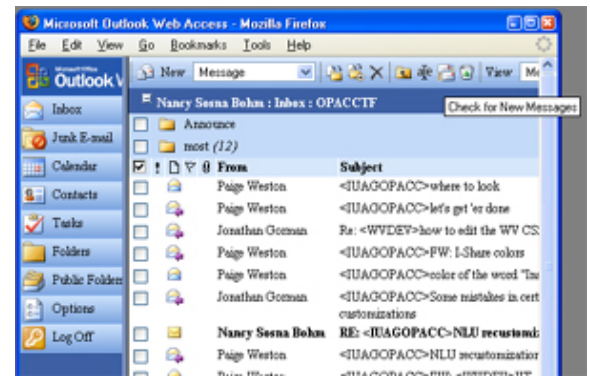
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messages. Perhaps the most welcome difference is that a session will not time out. However, all browser windows must be closed to completely to logout of your e-mail on a public machine.

All Aboard!

LIT will discontinue support for other e-mail programs very soon. The only e-mail applications that will be supported are Outlook for PCs, Entourage for Macs, and OWA for both Macs and PCs. OWA will be the only program officially supported for off-campus use.



If faculty need assistance with e-mail, please contact the Help Desk at x3456.



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Haven't I seen you somewhere before?

Alie Smit, former Evening Circulation Supervisor for the Donnelley and Lee Library, recently accepted the position of Circulation Manager at the end of October. A collective sigh of relief was reportedly heard throughout the Library's Public Services department as soon as it was known that a replacement had been found for the out-going Head of Circulation, Cynthia Cole. Having worked nights and weekends for the previous year, Alie (rhymes with "holly") was able to step into her new position already familiar with the tasks and students that she would be supervising. And we already knew we liked her.



Alie was born in Montana, and then moved during elementary school to the Lake Villa area of Illinois. In 2001 she graduated from UIC with a BA in History and Political Science. A short stint in the Peace Corps (she was posted to Africa) was followed by a year of employment at the Grayslake Area Public Library. She then returned to Africa for a year and a half in Malawi under the auspices of a UK-based charitable organization. Approximately one year ago, she took a half-time position at the library in Grayslake and also began working part-time here at Donnelley and Lee Library as the Evening Circulation Supervisor.

When asked how she liked the new position, Ms. Smit quickly replied, "It's great!" This is a real testimony to her unflagging spirit as she was working very long hours until she was able to hire a new Evening Supervisor. To meet Alie, just stop on your way through the Donnelley and Lee Library. You will frequently find her at the Main Desk, or she may be in her office, in Room 107, in the southeast corner of the building. Her telephone extension is 5061.

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Tech Help Arrives in the Form of Kevin Pruim

When you aren't even sure what the question is —

Kevin Pruim will be answering your cries for technological help starting in December. You may ask: Who is this latest superhero to arrive on the LIT scene? Kevin is already well acquainted with the area, having grown up in Chicago. Currently he lives in Glen Ellyn near the College of DuPage. He has a four-year old daughter named Delta and enjoys Japanese cartoons.



Kevin originally became interested in working with computers because it seemed more profitable than a physics degree. He began working for LIT in October in a consulting role as part of a networking contract. One of the projects he is currently undertaking is an automated inventory system of campus computer equipment. He is doing both networking and Help Desk duties until the consulting contract runs out in December, at which time he'll be focusing primarily on the Help Desk.

When he is in his office on the Lower Level of the Donnelley and Lee Library, Kevin can be reached at x6217

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World Music On Your Computer

 Computer users at Lake Forest College can now browse and listen to a vast library of 35,000 tracks of music, spoken word, natural, and man-made sounds through a new database offered by the Library: *Smithsonian Global Sound*. This library of sounds includes Folk, Blues, Bluegrass, American Indian, World music, Jazz, Classical, Broadway, and children's music. Spoken word offerings encompass oral history, speeches, language instruction, poetry and prose readings, and African American sources. Plus, there's a large collection of natural sounds and man-made sounds. Single tracks and complete albums are available for purchase through the service.

On the Library home page at
<http://library.lakeforest.edu>,
click "Databases A-Z" to access the
[Smithsonian Global Sound](#) database.

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The Library Catalog with Another Name — is still the same

Starting January 1, new names will replace the old for the Library catalog and the consortium of Libraries. The old "ILLINET Online" catalog has taken on the name of "I-Share," indicating that the participating libraries have not changed, but their affiliation has. Regarding this change of affiliation, the "ILCSO" consortium has merged with 2 other consortia now called CARLI, standing for Consortium of Academic and Research Libraries in Illinois.

When searching the Donnelley and Lee Library catalog, these changes are not too obvious. In fact, links to the Lake Forest College's area of the catalog still say "ILLINET Online." But searching "All I-Share Libraries" unveils a new logo



and color scheme, designed in part to emphasize that the user is now searching 65 academic libraries in Illinois rather than just the local college's library.

For the student, staff, or faculty using the Library's catalog, these changes are cosmetic. Functionality and borrowing privileges remain the same. There are, however, other textual changes to the catalog that also debut at the same time. The goal of these changes is to improve user-friendliness for the library researcher. If anyone sees a problem with wording or function in the Donnelley and Lee Library catalog or the I-Share Libraries catalog, please contact your local member of the Online Public Catalog Task Force Committee, Reference Librarian Nancy Sosna Bohm.

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Help Is Just A Phone Call Away



The Help Desk is a convenient service which faculty and staff can call to receive immediate assistance for computer problems. It is currently being reorganized to be more efficient. The key change is the recent hire of Kevin Pruim, who will work with both the Help Desk and Network Support. Beginning in the spring semester, Help Desk assistance will be provided primarily by Kevin, with Don Martin and Peter Lynn covering some hours.

Also new is a database system, which will log users' calls and will leave a clear trail for troubleshooters to follow. The goal is to have most questions resolved over the phone. However, if the question needs further assistance, it will be referred to another IT person.

Faculty will be encouraged to contact the Help Desk instead of their IT liaisons if they need help. A liaison is not always able to provide immediate assistance, whereas the Help Desk will have someone available to look into the problem, Monday through Friday from 8am – 5pm. The IT liaison will also be notified about the problem in order to be kept aware of any issues.

The Help Desk is for faculty and staff. Students with computer problems should call Jill Zwicke at x5068.

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Rearranging the L's and IT's

A number of offices (and staff) have recently swapped spaces in the Donnelley and Lee Library. When the building was renovated and expanded just over one year ago, all IT staff were relocated to the Library from the Johnson Science building. Recently, as if shifting like colors together on a Rubik's Cube puzzle, all Public Services staff have now been brought forward on the main level, while IT and Technical Services staff reside on the Lower Level and Level 2.

Moving Daze

Much like the game musical chairs, first the Interlibrary Loan office was moved up to Level 1 on the north side. At the same time, the Circulation office was relocated to the south, amid the Library reference offices. This was possible because Erik Larsen, the College's Web Manager, moved down to the Lower Level to an office recently vacated as part of departmental restructuring.

The former Interlibrary loan office became home to Hardware Support Specialist Don Martin, said to be the "hardest working man in higher education." After sharing an office impossibly crowded with spare parts and student assistants, Don now has his own office, and a bit of a window, too. And the front part of the suite is now occupied by Kevin Pruim, the new Help Desk Manager.

Return to Castle View

The overall reaction to this juggling has been favorable. Interlibrary Loan now has a beautiful view of Hotchkiss Hall from their workroom, similar to what was seen from the pre-renovation workroom. Meanwhile, across the building to the south, a Circulation student employee remarked that it was good to have a work room without a window because it made her want to get her work done more quickly.

One goal of this shuffling was to make support staff more accessible to the faculty, staff, and students whom they serve.

To pin down the whereabouts of those who have relocated:

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Interlibrary Loan (Susan Cloud)	Room 135
Circulation (Alie Smit)	Room 107
Desktop Hardware (Don Martin)	Room 030
Help Desk (Kevin Pruij)	Room 030
College Website (Erik Larson).	Room 027

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What's a Moodle?

Moodle: The best thing to happen to instructors since e-mail?

In Australia, moodle is slang for "to toss around an idea in your head for a while to look at different aspects of it." Practically speaking, Moodle is free software that allows instructors to share material with students and to direct online discussions. For Lake Forest College, Moodle is part of an ongoing initiative by LIT to replace the Campus Pipeline system with more robust course tools.



Can it speak?

A Moodle web page is automatically generated for every course at the College, and, unlike Pipeline, the data can be retained after the end of the semester.

For instructors who do not have the time to master new software, Moodle can be used at the simplest level, which is no more complicated than ordering a product online and perhaps even simpler. This is because Moodle is divided into independent modules, each with its own set of options.



For instance, if a professor only wants to use the online discussion module, there are just a few steps to learn in order to implement this feature. With a few more clicks and choices, each student's participation grade can be posted privately, even while contributions to the discussion remain visible to the entire class.

A busy instructor may want to master a few more modules, in order to streamline the tedium of recordkeeping for classes. Or a Library liaison can be given access to a Moodle class site to post research and citation guides. Outside of classes, Moodle learning communities can be created, though there are no plans for pages moderated only

by students.

Some instructors will want to test the limits of Moodle right away by exploring the wealth of free help and documentation.

For assistance with Moodle, contact your IT liaison or visit <http://moodle.lakeforest.edu/>.

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